AWIPS CM Process

Any change to the AWIPS baseline requires a Request for Change (RC) submission on NWS RC form 1001 and approval.

RC must be forwarded to NWSRC mailbox via Signature Authority for evaluation, documentation of system change / status and approval.

Planned Process Improvement: Connections to a limited number of local AWIPS / LDAD interfaces can be approved at the Regional Level via (proposed) **Region Approved** Requests for Change.

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AWIPS CM Process

AWIPS Requests for Change Types

Normal: A change to the AWIPS baseline which is the result of a new requirement or requires significant development effort. Approval requires review and consensus by full AWIPS Configuration Control Board membership (except Emergency requests).

Fast Track: No new system requirement, solution is identified and resources are available.

Region Approved: Uses predefined available port / interface. No new requirements. Solution is identified. Any new required software is locally developed. May be approved by the Regional AWIPS Signature Authority / CM focal point.

AWIPS CM Process

Request for Change Type / Category	Approval Consensus Required
Normal Requests for Change	
Routine	AWCCB
Urgent	AWCCB
Emergency	AWCCB Chair Only
Fast Track Requests	AWCCB Representative / Chair
Region Approved Requests	Regional Signature Authority

NOTE: ALL requests require the submission of an NWSRC Form 1001 and are logged, and status is tracked by Change Management.

AWIPS CM Process - Normal RCs

- RC is generated by submitter, details for required information are obtained / coordinated with AWCCB representative and or CM focal point.

- RC is sent to Signature Authority (SA) for consensus and "signature". SA forwards the RC to mailbox NSWRC.

- NWS Systems Change Manager receives request and assigns Change Analyst to process RC.

- Change Analyst reviews RC, consolidates additional data if required and distributes RC package to AWCCB members for review*.

- APO assigns an Engineering Change project lead, if required to coordinate the development of cost estimates, implementation plans, schedules, and other details required for the change.

- AWCCB determines change disposition (e.g. approval)

- Change implementation is carried out (H/W, S/W developed /installed/ tested, documentation updated)

- Change is closed, database / status reports updated.

*Note: Emergency requests are reviewed immediately and approval (if warranted) is granted immediately by the AWCCB Chair.

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AWIPS CM Process - Fast Track RCs

- RC is generated by submitter, details for required information are obtained / coordinated with AWCCB representative and or CM focal point.

- Implementation plans, schedules, and other details required for the change are developed and coordinated with offices affected.

- AWCCB member forwards RC to Signature Authority. *If the Signature Authority is the AWCCB Chair, the Chair may approve the Fast Track RC is all required information and coordination is complete.*

- Signature Authority (SA) reviews RC for consensus and "signature". SA forwards the RC to mailbox NSWRC.

- NWS Systems Change Manager receives request and assigns Change Analyst to process RC.

- Change Analyst reviews RC, validates Fast Track approval, consolidates additional data if required and distributes RC package to AWCCB members for review and information.

- AWCCB representative for the RC, affected members, and AWCCB Chair determine change disposition (e.g. approval)

- Change implementation is carried out (H/W, S/W developed /installed/ tested, documentation updated)

- Change is closed, database / status reports updated.

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Fast Track RCs - Guidelines

- Follow the NWS RC submission, logging and documentation process

- Limited review by subset of AWCCB representatives impacted.

- Planning and Coordination accomplished **before** approval.

  (All offices / activities involved and / or listed in the Implementation Activities Required section (Part C) of RC 1001 shall be informed about the proposed change prior to approval. APPROVAL is to be granted ONLY if concurrence is achieved)

- Decision signed by AWCCB Chair or designee

- Are available for AWCCB members to review, but do not require full AWCCB review and approval for implementation.

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Fast Track RCs - Guidelines - continued

- Solution identified; specific change is defined and has been conceptually or functionally "proofed"

- National / Program resources identified and available (i.e. approved by resource provider) for stated request and funding / manpower to do required work, including documentation changes is committed.

- Do not apply to new or changes to System Requirements

- Adheres to NWS, Program, and security policies or includes formal waivers

- Actions required are coordinated with affected sites and offices

- Must be "implementable" within 90 days

- "Baseline Document" changes (minimally, comprehensive redline mark-ups) must be completed by installation date.

- RC MUST be properly developed - with necessary details

Fast Track RC - Checklist

- Meets Fast Track Criteria

- All required elements in the form are filled out:

  - Meaningful, clear and concise title, statement of requirement and solution.

  - Identification of ALL affected sites, including NCF.

  - Identification of ALL affected Hardware, Software and Documentation.

  - DETAILED Implementation Activities Required including:

    - Lead person identified

    - Coordination between offices (affected sites and Implementation Activities)

    - Testing (before and after implementation as required)

    - Back-up and restoration as required

    - Documentation update completion dates and responsible parties

    - Necessary installation, test plans / procedures, and 'back-out' instructions are identified and provided no later than installation date.

AWIPS CM Process
Status Tracking of Requests for Change

RCs will be tracked and information / dates available at each of the following milestones:

- Receipt at mailbox NWSRC from Authorized Signature Authority.

- Date sent for AWIPS CCB member Review

- AWIPC CCB date (date of latest CCB decision)

- Contracts Date (date letter / package was forwarded to contracts office)

- Completion date (date all Implementation Activities are completed)

In addition, up to four separate actions and due dates are tracked for each RC.

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